

the Proposal text and in the Proposal Table of Contents. Figures, etc. must be placed as close to text as possible.

8.3.1 Draft Proposal

The Draft Proposal should follow the format and content of the Final Proposal except the submission must not include actual dollar cost information. All dollar cost items must be filled in using XXXs in the Draft Proposal. Costs must include any additional information or language that will be shown in the Final Proposal, without providing any cost figures. The completed contract must also be included, and must have XXXs in place of all cost figures. The contract need not be signed at this point. It is important that all exhibits and all cost tables be included with all entries except dollar figures.

Inclusion of cost figures in the Draft Proposal may result in elimination of the Contractor from further participation in the procurement process.

8.3.2 Final Proposal

The Final Proposal must be submitted on the date specified in Section 1.5, Key Action Dates, and in the manner specified in Section 2.3.2. The Proposal must be submitted in the number of copies indicated and must be structured in the following manner:

Volume 1 – Response to Requirements	20 copies
▪ Cover Letter	
▪ Table of Contents	
▪ Part 1 – Executive Summary	
▪ Part 2 – Response to Administrative Requirements	
▪ Part 3 – Response to System and Operations Requirements	
▪ Exhibits	
Volume 2 – Completed Contract	8 Copies
Volume 3 – Pricing Proposal	8 Copies
Volume 4 - Literature	20 Copies

Each volume of the Proposal must be provided separately in a three-ring binder.

8.3.2.3 Volume 1 – Response to Requirements

This volume must contain all responses to Section 5 Administrative Requirements, and Section 6 System and Operations Requirements. All forms and exhibits, except for cost data, must be completed and included in this Volume. Each page must be numbered as described above. Volume 1 must be in the order and format indicated below.

8.3.2.3.2 Cover Letter

The Cover Letter must be prepared and signed in accordance with ITP Section 2.3.2.1, Signature of Proposals. The Cover Letter must be on the Contractor's official business letterhead stationery. Cost information must not be included in the Cover Letter. The Cover Letter must be included as the first page of Proposal Volume 1.